

Principal Gifts Executive

Duration:	12 months fixed term contract
Salary:	£33,964 per annum
Job Level:	Level 5
Hours:	35 hours per week. Other flexible arrangements will be considered
Disclosure Level:	Basic
	This role involves indirect work with children
Team:	Philanthropy
Reports to:	Principal Gifts Lead
Location:	Working from home and at 1 Westfield Avenue, London E20 1HZ

At the UK Committee for UNICEF (UNICEF UK), we work alongside partners and communities to help realise children's rights and build a better world for every child. We are committed to an inclusive workplace where people feel valued, supported, and able to thrive – connected by shared values, a sense of purpose and a collective commitment to making childhood unstoppable.

Our work is guided by the UN Convention of the Rights of the Child (UNCRC) and the Sustainable Development Goals (SDGs), which recognise the universality of children's rights.

ABOUT THE TEAM

The Philanthropic Partnerships Department works specifically with philanthropists at all levels as well as with our faith and membership organisations. The team drives partnerships through excellent relationship-based engagement. We currently have eight specialised relationship managers in the team.

The Philanthropic Partnerships Department as a whole raised c. £15m in 2025 and this is a priority area of development for UNICEF UK with ambitious aspirations for transformational and sustained growth.

ABOUT THE ROLE

The Principal Gifts Executive will support the stewardship of existing philanthropic partners while helping to identify and cultivate new funding opportunities. As part of the Principal Gifts team, they will contribute to the delivery of the strategy led by the Director of Philanthropic Partnerships, focused on securing and growing seven-figure gifts and beyond. The team drives sustainable income growth through innovation, strategic partnership development, effective stewardship, cross-organisational collaboration, and integrated relationship management.

What we will expect you to achieve

- Assist the Principal Gifts Lead in organising supporter meetings and preparing supporting materials. This may include presentations, case studies, project summaries, and financial information.

- Maintain accurate and GDPR-compliant records of Principal Gifts partners and prospects within the Supporter Relationship Management (SRM) system.
- Manage and track income and funding transfers, ensuring donations are coded correctly and transferred promptly to programmes in the field. Liaise with colleagues in the International Programmes Engagement and Finance teams as required.
- Support the Principal Gifts Lead in delivering stewardship communications and engagement opportunities for existing supporters.
- Research current and prospective supporters, working closely with colleagues in the Resource Hub.
- Support fundraising colleagues in responding quickly and effectively during emergency appeals.
- Identify and explore opportunities to use digital technology to improve ways of working and help UNICEF UK achieve better outcomes for children.
- Demonstrate a commitment to UNICEF UK's shared values, behaviours, and inclusive practices ([Our Shared Commitment](#)) in all aspects of your work.

BEHAVIOURS, EXPERIENCE AND SKILLS

Effective behaviours

Supporter driven and mission aligned.

- Is committed to children and their rights and motivated to work towards achieving a world that is fit for every child.
- Considers partners' needs and pressures, balancing their expectations with doing what's right for children.

Results focused

- Prioritises and sustains focus on work that will have the greatest impact on agreed aims by reviewing results and extracting learning, to optimise future performance.
- Anticipates internal/external challenges that could impact UNICEF UK's work and adapts approach accordingly.

Communication and influence

- Manages conflicting priorities to achieve objectives/deadlines and suggests simplifications to improve results.
- Conveys complex ideas and messages clearly, using a variety of methods to engage any audience, be impactful and win understanding and support.
- Anticipates and responds to the needs of an audience, adapting content, style, language and use of channel to deliver maximum clarity.

Resilience

- Remains positive and quickly recovers from setbacks, keeping problems in perspective.
- Takes a solution focused approach to problem solving to succeed in difficult circumstances.

Relevant experience

- Experience of producing a range of written and verbal communications for high-value supporters, donors, or equivalent audiences.
- Experience of using information and database systems to support effective relationship and partnership management.
- Experience of supporting the planning and delivery of events, and working collaboratively with colleagues across a large or complex organisation.

Specific knowledge and skills

- Proficiency in using electronic systems, including Salesforce and Microsoft Office, to manage supporter information accurately and efficiently.